



## Commonwealth of Virginia Locality Recycling Rate Report Instructions For Calendar Year 2017

SWPU's report using an Excel spreadsheet. The completed report should be emailed to: [Virginia.butler@deq.virginia.gov](mailto:Virginia.butler@deq.virginia.gov). You will receive email confirmation that the report was received.

Amended Regulations for the Development of Solid Waste Management Plans (9 VAC 20-130-10 et seq.) require that Solid Waste Planning Units (SWPUs) in the Commonwealth develop complete, revised solid waste management plans. Section 9 VAC 20-130-120 B & C of the Regulations requires that a minimum recycling rate of the total municipal solid waste generated annually in each solid waste planning unit be maintained. It also requires that the plan describe how this rate shall be met or exceeded and requires that the calculation methodology be included in the plan. Section 9 VAC 20-130-165 D establishes that every solid waste management planning unit with populations over 100,000 shall submit to the department by April 30 of each year, the data and calculations required in 9 VAC 20-130-120 B & C for the preceding calendar year. SWPUs with populations of 100,000 or less are only required to report every 4 years (CY years 2016 and forward).

**NOTE: Only Recycling Rate Reports from an approved Solid Waste Planning Unit (SWPU) will be accepted for processing. Jurisdictions within a SWPU must submit their recycling data to the SWPU for incorporation into the annual report.**

All reported amounts should be in **tons (2,000 pounds)**, rounded to the nearest whole ton. If actual weights are not known, volumes can be converted to weight estimates. To assist you with these estimates, a standardized volume-to-weight conversion table is attached.

**Contact Information Section** Provide the following information:

Row 4: Name of the Reporting SWPU – click in the cell to the right of “Solid Waste Planning Unit” and a drop down arrow will appear. Click on the arrow to select from the drop down menu.

Row 5: If your SWPU has a recycle page, provide the web page URL.

Rows 7 -13: Enter contact name and contact information for 2 personnel knowledgeable about the SWPU recycling program and the reporting form, *i.e. Recycling Coordinator, Litter Coordinator, County Administrator, Director of Public Works*.

Row 14: Enter the total population for the SWPU and the population density (persons/square mile). Use the 2010 U. S. Census Bureau data or latest revised data available.

Row 15: The mandated SWPU recycling rate, and the SWPU required reporting frequency will auto populate based on the data entered in Row 14. Note: 9VAC20-130-125 requires each planning unit maintain a minimum 25% recycling rate or a minimum rate of 15% if it has a population density rate of less than 100 persons per square mile or a not seasonally adjusted civilian unemployment rate for the immediately preceding calendar year that is at least 50% greater than the state average as reported by the Virginia Employment Commission.

**Sources for PRM Data** Enter the sources used to collect data such as landfills, materials recovery facilities, incinerators, and transfer stations.

**Other Sources for collected data** Enter others sources used to collect data such as Walmart, Goodwill, etc.

**Comments** Use this section to provide any additional information or additional contacts for other staff members.

**Principal Recyclable Materials (PRM)** Enter the tons recycled for each material in the highlighted yellow boxes. The spreadsheet will calculate the Total PRMs. PRMs include paper, metal, plastic, container glass, commingled, yard waste, waste wood, textiles, tires, used oil, used oil filters, used antifreeze, batteries, electronics, and other materials approved by the Director taken from the Municipal Solid Waste (MSW) generation. Row 39 enter the total for all “Other” materials; please specify the material and tonnage in rows 24 – 38, columns E and F. On Row

39 the tonnage for “Other” in column B will auto populate the total in column F. A one-ton credit may also be entered for each inoperable motor vehicle for which a locality receives reimbursement from the Virginia Department of Motor Vehicles under §46.2-1207 of the *Code of Virginia*. The total weight in **TONS** of all PRMs collected for recycling is represented as **PRMs** in the Recycling Rate Calculation.

Principal Recyclable Materials (PRM)		Specify Other PRMs for Row 39	
PRM Material	Tons recycled	PRM Material	Tons recycled
Paper			
Metal			
Plastic			
Glass			
Commingled			
Yard Waste			
Waste Wood			
Textiles			
Waste Tires			
Used Oil			
Used Oil Filters			
Used Antifreeze			
Batteries			
Electronics			
Inoperative Motor Vehicles			
<b>Other Total</b> (Specify Material and tonnage on Rows 24 - 39 to the right.)	0	<b>Other Total</b>	0
<b>Total PRM in Tons</b>	<b>0</b>		

**MSW Disposed** Enter the tons of MSW disposed by each category. The spreadsheet will calculate the total MSW. Report the total amount in **TONS** of MSW that was disposed of by the Solid Waste Planning Unit (SWPU) during the reporting period for each of the source categories (Household, Commercial, Institutional, and Other). For the purpose of this report, "disposed," means delivery to a permitted sanitary landfill or waste incinerator for disposal, and excludes industrial wastes. Industrial waste and by-products should not be included in the MSW or Recycling calculation. The total weight in tons of MSW disposed is represented as **MSW Disposed** in the Recycling Rate Calculation.

**Credit for Source Reduction Program (SRP)** Enter “0” if the SRP does not apply. Enter “2” if the SRP applies. A credit of two (2) percentage points may be added to the Adjusted Recycling Rate if the SWPU has implemented a Source Reduction Program (SRP). Examples: Grass-cycling, Home Composting, Clothing Reuse, Office Paper Reduction (duplexing), Multi-Use Pallets, or Paper Towel Reduction. The SRP must be included in the Solid Waste Management Plan on file with DEQ.

### **Credits by Category**

For **Recycling Residue** – enter the Facility/Operation, material, and tons.

“Recycling Residue” means the (i) nonmetallic substances, including but not limited to plastic, rubber, and insulation, which remain after a shredder has separated for purposes of recycling the ferrous and nonferrous metal from a motor vehicle, appliance, or other discarded metallic item and (ii) organic waste after removal of metals, glass, plastics and paper which are to be recycled as part of a resource recovery process for municipal solid waste resulting in the production of a refuse derived fuel. § 10.1-1400 of the Code of Virginia. Use only SWPU generation.

For **Solid Waste Reused** - enter the reuse method, material, and tons.

For **Non-Municipal Solid Waste (MSW)** – enter the recycling method, material, and tons.

The spreadsheet will auto calculate the total for each credit type and the Credits Total for all 3 categories.

Report the amount in **TONS** of each material for which recycling credit is authorized in §10.1-1411.C of the *Code of Virginia*: (i) one ton for each ton of recycling residue generated in Virginia and deposited in a landfill permitted under §10.1-1408.1 of the *Code of Virginia*; (ii) one ton for each ton of any solid waste material that is reused; and, (iii) one ton for each ton of any non-municipal solid waste that is recycled. The total weight in **TONS** of all material for which credits are authorized is represented as **CREDITS** in the Recycling Rate Calculation. A credit of two percentage points of the minimum recycling rate mandated for the Solid Waste Planning Unit (SWPU) may be taken for a source reduction program that is implemented and identified in its Solid Waste Management Plan. Total credits may not exceed five percentage points above the Base Recycling Rate achieved by the SWPU.

**Calculated Recycling Rate** The spreadsheet will auto calculate the base rate, the adjusted rate with credits, the adjusted rate with SRP credit, the maximum credit allowed, and the final recycle rate. The final recycle rate formula is:  $[(\text{PRMs} + \text{Credits}) / (\text{PRMs} + \text{Credits} + \text{MSW Disposed})] \times 100 + \text{SRP Credit}$ . Reminder: 5% is the maximum credit allowed.

**Exclusions** For the purpose of this report, the following materials are not considered solid wastes, and should not be included in any of the data categories utilized in calculating the recycling rate.

1. **Biosolids** – industrial sludge, animal manures, or sewage sludge (unless composted)
2. **Automobiles** – unless part of the Inoperable Vehicle Program (DMV)
3. **Leachate**
4. **Soils** – contaminated soils, soil material from road maintenance
5. **Household hazardous waste**
6. **Hazardous waste**
7. **Medical waste**
8. **Rocks or stone**

**Locality Recycling Rate Report Volume to Weight Conversion Table**

<b>Material</b>	<b>Volume</b>	<b>Weight in Pounds</b>
<b>Metal</b>		
Aluminum Cans, Whole	One cubic yard	50-74
Aluminum Cans, Flattened	One cubic yard	250
Aluminum Cans	One full grocery bag	1.5
Ferrous Cans, Whole	One cubic yard	150
Ferrous Cans, Flattened	One cubic yard	850
Automobile Bodies	One vehicle	2,000
<b>Paper</b>		
Newsprint, Loose	One cubic yard	360-800
Newsprint, Compacted	One cubic yard	720-1,000
Newsprint	12" stack	35
Corrugated Cardboard, Loose	One cubic yard	75-100
Corrugated Cardboard, Baled	One cubic yard	1,000-2,000
<b>Plastic</b>		
PETE, Whole, Loose	One cubic yard	30-40
PETE, Whole, Loose	Gaylord	40-53
PETE, Whole, Baled	30" x 62"	500
Film, Baled	30" x 42" x 48"	1,100
Film, Baled	Semi-Load	44,000
Film, Loose	Standard grocery bag	15
HDPE (Dairy Only), Whole, Loose	One cubic yard	24
HDPE (Dairy Only), Baled	32" x 60"	400-500
HDPE (Mixed), Baled	32" x 60"	900
Mixed PET & Dairy, Whole, Loose	One cubic yard	32
Mixed PET, Dairy & Other Rigid (Whole, Loose)	One cubic yard	38
Mixed Rigid, No Film	One cubic yard	49
<b>Glass</b>		
Glass, Whole Bottles	One cubic yard	600-1,000
Glass, Semi-Crushed	One cubic yard	1,000-1,800
Glass, Crushed (Mechanically)	One cubic yard	800-2,700
Glass, Whole Bottles	One full grocery bag	16
Glass, Uncrushed to Manually Broken	55 gallon drum	125-500
<b>Arboreal</b>		
Leaves, Uncompacted	One cubic yard	200-250
Leaves, Compacted	One cubic yard	300-450
Leaves, Vacuumed	One cubic yard	350
Wood Chips	One cubic yard	500
Grass Clippings	One cubic yard	400-1,500
<b>Other</b>		
Battery (Heavy Equipment)	One	60
Battery (Auto)	One	35.9
Used Motor Oil	One gallon	7.4
Used Oil Filters (Uncrushed)	55 gallon drum	66 Lbs./Used Oil + 110 Lbs./Ferrous Metal
Used Oil Filters (Crushed)	55 gallon drum	16.5 Lbs./Used Oil + 368 Lbs./Ferrous Metal
Tire - Passenger Car	One	20
Tire - Truck, Light	One	35
Tire - Semi	One	105
Antifreeze	One gallon	8.42
Food Waste, Solid & Liquid Fats	55 gallon drum	412
Electronics: CRT/CPU/LapTop/TV	Each (avg wt from NCER)	38/26/8/49 respectively
<b>This Table For General Guidance Only.</b>		